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The U.S. Department of Justice, Office on Violence Against Women (OVW) ([www.usdoj.gov/ovw](http://www.usdoj.gov/ovw)) is pleased to announce that it is seeking applications for the Safe Havens: Supervised Visitation and Safe Exchange Program. This program furthers the Department's mission by providing an opportunity for communities to support the supervised visitation and safe exchange of children in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking.

# **OVW FY 2007**

## **Safe Havens: Supervised Visitation and Safe Exchange Program**

### **Eligibility**

Applicants are limited to states, Indian tribal governments, and units of local government.  
(See "Eligibility," page 4)

### **Deadline**

Letters of intent to apply should be submitted by Tuesday, January 23, 2007.  
All Applicants should register online with Grants.gov by Tuesday, January 23, 2007.  
All applications are due by 8:00 p.m. E.S.T. on Tuesday, February 13, 2007.  
(See "Deadline: Application," page 4)

### **Contact Information**

For assistance with the requirements of this solicitation, contact the Office on Violence Against Women at (202)307-6026.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov Number assigned to announcement OVW-2007-1525**

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# OVW Safe Havens: Supervised Visitation and Safe Exchange Grant Program (CFDA 16.527)

## Overview

### About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

### About the Safe Havens: Supervised Visitation and Safe Exchange Grant Program

The Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation Program) provides an opportunity for communities to support the supervised visitation and safe exchange of children in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking. Studies have shown that the risk of violence is often greater for victims of domestic violence and their children after separation from an abusive situation.<sup>1</sup> Even after separation, batterers often use visitation and exchange of children as an opportunity to inflict additional emotional, physical, and/or psychological abuse on victims and their children. Visitation and exchange services provided through the Supervised Visitation Program should reflect a clear understanding of the dynamics of domestic violence, dating violence, sexual assault and stalking; the impact of domestic violence on children; and the importance of holding offenders accountable for their actions.

## Deadline: Letter of Intent

All applicants who intend to apply for FY 2007 funding under this program are encouraged to **submit a non-binding letter of intent**, (Please see [http://www.usdoj.gov/ovw/docs/sample\\_letter\\_of\\_intent.pdf](http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf)) to OVW by **Tuesday, January 23, 2007**. You may send the letter to OVW at [OVW.SupervisedVisitation@usdoj.gov](mailto:OVW.SupervisedVisitation@usdoj.gov). OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

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<sup>1</sup> Jaffe, P.G., "Children of Domestic Violence: Special Challenges in Custody and Visitation Dispute Resolution." In J. Carter, C. Heisler, & M. Runner (Eds.), *Domestic Violence and Children: Resolving Custody and Visitation Disputes, A National Judicial Curriculum* (San Francisco: Family Violence Prevention Fund), pp. 22-30.

## Deadline: Registration

The *Grants.gov* registration deadline is **Tuesday, January 23, 2007**. Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended that you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an (AGO). For more information, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 pm E.S.T., Tuesday, **February 13, 2007**.

## Eligibility

**It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process.**

By statute, eligible entities for the Supervised Visitation Program are **states,<sup>2</sup> Indian tribal governments, and units of local governments**. Applicants must enter into or expand the scope of existing contracts and cooperative agreements with public or private nonprofit entities, including faith-based and community organizations, to provide supervised visitation and safe visitation exchange of children in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking. **All** applicants are required to enter into a collaborative working relationship with state or local courts **and** a faith and/or community-based nonprofit, nongovernmental domestic violence or sexual assault victim services organization that represents the views and concerns of domestic violence and sexual assault victims.

### Unit of Local Government

For the purposes of this Program, **a unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State<sup>3</sup>; an Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or any Trust Territory of the United States. Local courts, police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, shelters, nonprofit, nongovernmental victim services

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<sup>2</sup> For the purposes of this grant program, a state is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands, American Samoa, Guam and the Northern Mariana Islands.

<sup>3</sup> As defined in 42 U.S.C. § 3791, "unit of local government" also includes any law enforcement district or judicial enforcement district that is established under applicable State law and has the authority to, in a manner independent of other State entities, establish a budget and impose taxes.

agencies, and universities are **not** considered units of local government for the purposes of this grant program unless they meet the “unit of local government” definition under 42 U.S.C. § 3791 (see footnote 3 below). Applications from typically “non-eligible” entities that want to assert “unit of local government” under 42 U.S.C. § 3791 must include proof of such status. These agencies or organizations may administer grant funds and assume responsibility for the development and implementation of the project, but they may not apply directly to OVW for funding support.

### **Indian Tribe**

For the purposes of this Program, **Indian tribe** is defined as any tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C. §1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. § 450b (e)). Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

### **Notice to Tribal Applicants**

The Violence Against Women Act of 2005 created a new program, the Grants to Tribal Governments Program, which is tailored to the needs of tribal governments in responding to domestic violence, dating violence, sexual assault, and stalking. This program combines the purpose areas from several existing programs including this one. While tribal governments are still eligible applicants within this program, there is no longer a tribal set aside; the new statute requires the set-aside funds to be transferred to the new program. Tribes will no longer need to submit several applications for multiple purposes. They will now be able to apply for all of the purposes, including supervised visitation and exchange, within one application for the new program. The solicitation for the Grants to Tribal Governments Program is expected to be available in January, 2007. Notwithstanding the new grant program, all eligible applications from Indian Tribal governments submitted under this solicitation will be considered for funding.

### **Funding to Faith-Based and Community Organizations**

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

## **OVW Safe Havens: Supervised Visitation and Safe Exchange Grant Program – Specific Information**

### **Types of Applicants**

In FY 2007, OVW will accept applications for the Supervised Visitation Program from new applicants and current grantees. New applicants are former grantees or applicants that have never received Supervised Visitation Program funds. Please note that a current grantee whose grant award will have expired by February 13, 2007 must apply as a new applicant. Grantees that received 24 months of funding in FY 2005, received 12 months of funding in FY 2006, or whose current grant award will expire after February 13, 2007 are eligible to apply for continuation funding. FY 2006 grantees who received a 24-month grant award are not eligible to apply for FY 2007 Supervised Visitation Program grant funds.

In FY 2007, new grantees are only eligible to apply for a three-year Supervised Visitation development project grant. Current grantees are eligible to apply for two types of continuation project grants: a five-year project or a standard two-year project (please note: State applicants are only eligible to apply for a standard two-year project). The development and continuation project grants are described below.

### **Development Projects**

New applicants are invited to apply for a development project grant. This includes former Supervised Visitation grantees who did not receive funding in FY 2005, or a 24 month award in FY 2006, or whose current grant award will have expired before February 13, 2007. The duration of this development grant is three-years (36 months) divided into 2 phases,<sup>4</sup> a planning phase and an implementation phase.

- 1) Planning Phase: The grantee will allocate a set amount of funds (limited to \$50,000) for the planning phase of the grant. These grantees (communities with established visitation centers seeking to incorporate a Supervised Visitation Program component into their services **or** communities seeking to establish a new visitation and exchange center) will work with OVW and Supervised Visitation Technical Assistance providers to establish the groundwork for developing a Supervised Visitation Program. The planning phase may be for up to 18 months, depending upon the length of time it takes the grantee to successfully complete this phase and meet program requirements. The planning phase may include, but is not limited to, the following activities:
  - Conducting a community needs assessment;
  - Funding a project coordinator;
  - Coordinating and conducting planning meetings;
  - Establishing an advisory/consulting committee; and
  - Developing visitation center policies and protocols.
- 2) Implementation Phase: Upon successfully completing the planning phase, grantees will begin implementing supervised visitation and exchange services over the remainder of

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<sup>4</sup> Notwithstanding the “phased” implementation, applicants will submit 1 budget reflecting 36 months of activity.

the project period. Funds are limited to \$350,000 for the course of the implementation phase. The grantee will continue working with OVW and OVW Technical Assistance providers to implement their Supervised Visitation project. Please see Appendix A for a sample development budget.

Applicants applying for a development project grant are required to set aside \$50,000 for OVW training and technical assistance.

#### Continuation Projects

Current grantees are eligible to apply for supplemental funds to continue and/or enhance their existing programs.<sup>5</sup> Multi-jurisdictional and state initiatives must meet statutory and program requirements for each jurisdiction involved in the project. In FY 2007, the Supervised Visitation Program is offering two different funding options for current grantees: 1) the standard two-year project; or 2) the optional five-year project. Please note that state applicants are only eligible to apply for the standard two-year project.

#### Five-Year Project

Under the five-year project, successful local and tribal applicants<sup>6</sup>, including non-state multi-jurisdictional<sup>7</sup> local applicants, will receive funding in descending amounts over a five-year period and will not be required to compete for continuation funding after the first two-year (24 month) cycle. Subsequent funding for years three through five is contingent upon continued appropriations for the program, and grantee compliance with program requirements and grant award special conditions. Continuation funding is, therefore, not guaranteed. Additionally, OVW may choose to discontinue the five-year project, in which case participants would be eligible to apply for any funds available generally to continuation applicants. Successful applicants will also be required to submit a five-year strategic plan describing their commitment and capacity to continue the project when federal funds are decreased or no longer available. Subject to the stated contingencies, awards will be made in the following manner: successful applicants will receive an initial award in FY 2007, based on a 24 month budget for no more than \$250,000; a subsequent award will be made in FY 2009 for no more than \$175,000 for 24 months; and in FY 2011 the final award will be based on a 12 month budget for no more than \$75,000, for a total of no more than \$500,000. At the completion of the five-year project, successful grantees and their supervised visitation/safe exchange provider subgrantee partner(s) will not be eligible to apply to a Supervised Visitation solicitation for 12 calendar months after their final financial and progress reports have been submitted.<sup>8</sup> OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

#### Standard Two-Year Project

State, local and tribal applicants may elect to submit an application and budget reflecting a standard two-year (24 month) project. Local and tribal applicants (including multi-jurisdictional local applicants) may apply for up to \$200,000 for 24 months of funding. State applicants may apply for up to \$750,000 for 24 months of funding, depending upon the number of jurisdictions

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<sup>5</sup> In future years, funding priority will be given to five-year grant projects.

<sup>6</sup> State applicants may not apply for five-year project funding.

<sup>7</sup> A local unit of government proposing two or more supervised visitation centers in two or more jurisdictions.

<sup>8</sup> Please note that the next OVW Safe Havens Solicitation for which you may be eligible to apply after the completion of your five-year award could be more than 12 months from the time your final financial and progress reports are submitted. For example, if a grantee's project ends on 9/30/2012, but the final financial and progress reports are not submitted until 1/1/2013, the grantee will have to wait until 1/1/2014 to apply for the next open Safe Havens Solicitation, which based on current solicitation release patterns may not occur until December 2014.

in which supervised visitation centers are being proposed. State applicants must propose supervised visitation centers in at least two jurisdictions. State applicants proposing supervised visitation centers in two jurisdictions can apply for up to \$200,000 for 24 months. State applicants proposing supervised visitation centers in more than two jurisdictions are eligible to apply for \$200,000 for the first two jurisdictions and up to \$150,000 for each additional jurisdiction in which a supervised visitation center is proposed, not to exceed a total budget request of \$750,000. State applicants proposing supervised visitation centers in six or more jurisdictions may not exceed the \$750,000 budget cap. Please note that OVW reserves the right to make awards for lesser or greater amounts.

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

### **Award Period**

The award period for these grants will be:

- Development project applicants: three-years (36 months)
- Continuation project applicants: two-years (24 months)

**Budgets must reflect the full length of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect either 24 or 36 months.**

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Supervised Visitation Program funds for FY 2007 will be awarded based on the following guidelines: up to \$400,000 for a three-year (36 months) development project; up to \$250,000 for the first two years (24 months) of a five-year local or tribal continuation project; up to \$200,000 for a standard two-year (24 months) local or tribal continuation project; and from \$200,000 to \$750,000 for a standard two-year (24 months) state continuation project depending upon the number of jurisdictions in which supervised visitation centers are being proposed. Please see page 16 for a table listing the budget caps for the development and continuation projects. Funds for years three through five of the five-year Continuation Project will be awarded upon successful completion of the prior years' grant activities and continued appropriation of the Supervised Visitation Program. OVW reserves the right to make awards for lesser or greater amounts.

### **Program Scope**

The scope of the Supervised Visitation Program is defined by the following statutory considerations and minimum requirements. Applicants must address these considerations and requirements in the Project Narrative section of the application.

#### Statutory Program Purposes:

By statute 42 U.S.C. § 10420 (a), funds under the Supervised Visitation Program may be used for the following purposes:

- Provide supervised visitation and safe exchange of children by and between parents in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking;



- Protect children from the trauma of witnessing domestic or dating violence or experiencing abduction, injury, or death during parent and child visitation exchanges;
- Protect parents or caretakers who are victims of domestic and dating violence from experiencing further violence, abuse, and threats during child visitation exchanges; and
- Protect children from the trauma of experiencing sexual assault or other forms of physical assault or abuse during parent and child visitation and visitation exchanges.

Grant funds may be used for, but are not limited to, the following activities:

- Establishing supervised visitation and safe exchange services to meet a demonstrated need;
- Strengthening existing program operations;
- Expanding center services;
- Establishing statewide training and technical assistance projects;
- Increasing center staff;
- Enhancing security; and
- Developing training for staff and volunteers.

#### Statutory Considerations

The following statutory considerations will be taken into account when awarding grants:

- The number of families to be served by the proposed visitation programs and services;
- The extent to which the proposed supervised visitation programs and services serve underserved populations;<sup>9</sup>
- The extent to which the applicant demonstrates cooperation and collaboration with non-profit, nongovernmental entities in the local community served, including the state or tribal domestic violence coalitions, state or tribal sexual assault coalitions, faith-and/or community-based shelters, and programs for domestic violence and sexual assault victims; and
- The extent to which the applicant demonstrates coordination and collaboration with state and local court systems, including mechanisms for communication and referral.

#### Minimum Requirements

Under 42 U.S.C. § 10420(c), all applicants for the Supervised Visitation Program must:

- Demonstrate expertise in the area of family violence, including the areas of domestic violence or sexual assault, as appropriate;
- Ensure that any fees charged to individuals for use of programs and services are based on the income of those individuals, unless otherwise provided by court order;
- Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, are in place for the operation of supervised visitation programs and services or safe visitation exchange; and
- Prescribe standards by which supervised visitation or safe visitation exchange will occur.

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<sup>9</sup> The term “underserved populations” (42 U.S.C. § 13925(a)(33)) includes populations underserved because of geographic location, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General.

### Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Mediation, alternative dispute resolution, or family counseling as a response to domestic violence, sexual assault, or stalking;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behaviors; and
- Provision of services on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree.

### Unallowable Activities

Grant funds under the Supervised Visitation Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying, or lobbying – related activities;
- Fundraising;
- Research projects;
- Therapeutic visitation;
- Parent Education/Batterer Intervention Programs;
- Individual, group, and family counseling; and
- Physical modifications to buildings, including minor renovations.

## **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b><i>Objective</i></b>	<b><i>Performance Measures</i></b>	<b><i>Data Grantee Provides</i></b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	1) the number of supervised visitation and exchange centers supported by the program;  2) the number of supervised visits between parents and children; and,  3) the number of supervised exchanges between parents and children.	This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/vawamei/formhavens.htm#dwnfrm">http://muskie.usm.maine.edu/vawamei/formhavens.htm#dwnfrm</a> for a sample form.

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

### Grants.gov Instructions

Complete instructions can be found at [www.grants.gov](http://www.grants.gov). Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

In addition, applicants **must** send via overnight delivery a complete hard-copy original of the application, including signed copies of all required Assurances and Certifications, postmarked by Tuesday, February 13, 2007 to:

**The Office on Violence Against Women**  
**c/o Lockheed Martin Aspen Systems Corporation**  
**OVW Safe Havens: Supervised Visitation and Safe Exchange Program**  
**Mail Stop 2K**  
**2277 Research Boulevard**  
**Rockville, MD 20850**  
**(301) 519-5000**

### CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.527, titled "Supervised Visitation Program" and the funding opportunity number is OVW-2007-1525.

### A DUNS Number is Required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

## What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Current Project (if applicable)
- No more than 20 pages for the Project Narrative (Items D through G below)

#### **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is 16.527 (block 10). Please be sure that the amount requested matches the amount in the submitted budget. Budgets must reflect the full length of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect either 24 or 36 months.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction applying.

#### **Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

#### **Narrative (Total 65 Points)**

The following narrative will be submitted as an attachment in Grants.gov.

##### **A. Summary Data Sheet (not to exceed one page)**

Please identify the following:

- Name, title, address, phone number, and e-mail address for the authorized official;
- Legal name of the applicant and type of agency (i.e., state government, local unit of government, or tribal government);
- The nonprofit, non-governmental victim services program collaborating on this project;
- Name, address, phone number, and fax number for the visitation center(s) involved in the project (for jurisdictions in which centers are being proposed but are not yet in existence, provide the name of each jurisdiction in which a center is being proposed);
- Whether this is a new or continuation application (including the type of continuation project for which the grantee is applying); and
- Contact information, including an email address for the project director or primary person to be contacted on matters involving the application.

##### **B. Abstract/Proposal Summary (not to exceed one page)**

A project abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe the project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panels according to the following criteria:

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

C. Status of the Current Project (not to exceed 5 pages)

**Only applicants for continuation funding need to complete this section. This section will just be used for internal review. Applications that do not meet the criteria below may receive a deduction in points.** This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Supervised Visitation Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of February 13, 2007, the anticipated time line for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request; and
- A list of all OVW-sponsored technical assistance events attended during the life of the current award, including the title, location, and date(s) of each.

This section should be as clear and succinct as possible.

**Additionally, current projects will be rated by OVW using the following criteria:**

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Supervised Visitation funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement, if applicable; and
- Whether grant funds have been spent in a timely manner.

Please note, applicants with an OVW grant history that have failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information of the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan.

E. What Will Be Done (40 points)

**Development grant applicants** should submit a statement describing how the proposed project would assist the jurisdiction(s) in addressing the identified need, the issues to be addressed during the planning process, and the expected outcomes. Applicants for development grants should provide detailed information on the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each goal and objective, and include a timeline that identifies when those activities will be accomplished. **Applicants should also include a letter certifying that the development project will meet the statutory and minimum requirements of the grant program (see minimum requirements on page 9).**

**Continuation grant applicants** should submit a statement describing how the proposed collaborative project would assist the jurisdiction in addressing the identified need. Applicants should also provide detailed information on the project goals and objectives, mechanisms for referrals to the visitation and exchange center, a description of the specific tasks and activities of each collaborative partner, and include a timeline that identifies when the project activities will be accomplished. In addition, applications, if applicable, must include a description of services currently offered by the existing program and how these services will be enhanced by the proposed collaborative project.

In addition to the above criteria, this section will also be rated on the following:

- The extent to which the application clearly demonstrates continued development and/or implementation of a program to increase supervised visitation and exchange options for families with a history of domestic violence, dating violence, child abuse, sexual assault, or stalking;
- The extent to which the application addresses the minimum requirements of the Supervised Visitation Program;

- The extent to which the application clearly describes the community to be served, including the diverse, traditionally underserved populations of victims of domestic violence, dating violence, child abuse, sexual assault, or stalking;
- The extent to which the proposed project activities reflect sound development and thoughtful innovation; and
- The extent to which the development and implementation strategy, the organization and staff capability, the project components, and the general timeline are clearly described.

### **Program Specifications – Continuation Applicants Only**

Continuation applicants should submit a detailed description of the proposed visitation and exchange center(s). This description should include information on the following program specifications:

- The purpose of the visitation center and how it reflects an understanding of the impact of domestic violence, child abuse, sexual assault, dating violence, and stalking on families;
- Scope of proposed visitation and exchange services;
- Types of families to be served by the project;
- Hours of operation;
- Program security;
- Record keeping and confidentiality;
- Referral process;
- Intake procedures;
- Fee protocols;
- Proposed level of staffing;
- Job descriptions and resumes for key staff (this information should be appended to the application);
- Training requirements for staff and volunteers; and
- Composition and role of the existing or proposed advisory committee (see description of required Consulting/Advisory Committee on page 20).

#### **F. Who Will Implement the Project (10 points)**

All applicants are required to coordinate with state or local courts and nonprofit, nongovernmental domestic violence and/or sexual assault victim service programs. All applicants must identify the court and faith- and/or community-based victim services program(s) partnering on the proposed project and all other project partners, and specify their respective roles and responsibilities.

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Supervised Visitation Program were no longer available. Applicants are encouraged to describe any past federally or state supported projects which the applicant or its partners sustained once funding had expired.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

**Budget Detail Worksheet and Narrative (15 Points)**

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov as well as in the hard copy. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs, and state and tribal domestic violence and/or sexual assault coalitions. Additionally, subgrantee center staff members must be fairly compensated if they will be providing services under the Supervised Visitation Program.

**Budget Caps**

The following award limits are firm and apply even to applications for continuation funding. Under no circumstances should the proposed budget exceed the following limits:

Development Projects (new grantees)	\$400,000 for 3 years (\$50,000 for planning phase; \$350,000 for implementation)
Local and Tribal Continuation five-year Projects	\$250,000 for first 24 months (Funding for the remaining 36 months will be awarded upon the grantee's successful completion of initial grant activities and continued appropriation of the program.)
Local and Tribal Standard Continuation two-year Projects including multi-jurisdictional)	\$200,000
State Standard Continuation two-year Projects	\$200,000 (2 jurisdictions with centers) \$350,000 (3 jurisdictions with centers) \$500,000 (4 jurisdictions with centers) \$650,000 (5 jurisdictions with centers) \$750,000 (6 or more jurisdictions with centers)



**OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to the award of a grant.**

### **Budget Requirements**

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from the Director of the Office on Violence Against Women.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All development project applicants are **required** to allocate funds in the amount of \$50,000 **and** all continuation project applicants are **required** to set aside \$20,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and **must** be returned to OVW. Travel funds should be used to support travel costs by all partners, including nonprofit, nongovernmental victim services providers, court partners, and other MOU partners.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of Justice Programs (OJP), Office of the Comptroller. These seminars instruct participants in the financial administration of

OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/oc/fmts.htm>.

A Sample Budget Detail Worksheet for Implementation applicants is available at [http://www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf). **Please refer to Appendix A for a Sample Budget Detail Worksheet if you are a development project applicant.** The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

#### **Memorandum of Understanding (MOU) and Letter of Intent to Collaborate (20 points)**

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with state or local courts **and** a faith and/or community-based nonprofit, nongovernmental domestic violence or sexual assault victim services organization that represents the views and concerns of domestic violence and sexual assault victims. OVW requires this to be done by the submission of an MOU for continuation applicants and Letters of Intent to Collaborate for development applicants.

**All continuation applicants** must include, as an attachment, a current (**i.e., a single document, signed and dated during the development of the proposal**) MOU created and signed by the chief executive officer(s) and/or director(s) of all relevant agencies participating in the project's development or implementation, such as the unit of government; the visitation center; the courts; nonprofit, nongovernmental domestic violence victim organizations, including faith-based and/or community organizations that represent the views and concerns of domestic violence victims; and other community agencies or organizations (**i.e., law enforcement, prosecutors, and probation**) that will collaborate to implement the proposed project. **Please refer to Appendix B for a sample MOU.**

Continuation applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how the team members will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

The MOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures.

Letters of support may **not** be submitted in lieu of the MOU. **Only applicants for development projects may submit Letters of Intent to Collaborate in lieu of an MOU. Please refer to Appendix C for a sample Letter of Intent to Collaborate.**

All applicants are required to enter into formal collaborations with state or local courts and a nonprofit, non-governmental organization serving victims of domestic violence and/or sexual assault. Applicants must demonstrate that they have consulted and coordinated in a meaningful way with a faith- and/or community-based nonprofit, non-governmental domestic violence, and/or sexual assault victim services program, and that this organization will be involved in the development and implementation of the proposed project.

The faith- and/or community-based non-profit, non-governmental domestic violence and/or sexual assault victim services program should meet all of the following criteria:

- Provides services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes;
- Reflects an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion;
- Addresses a demonstrated need in their communities by providing services that promote the integrity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Does not engage in activities that compromise victim safety.

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to [http://www.usdoj.gov/ovw/docs/nonsup\\_letter.pdf](http://www.usdoj.gov/ovw/docs/nonsup_letter.pdf) for a sample letter.

### **Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

### **Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

## **Additional Program Requirements**

### **Technical Assistance**

Grant recipients are required to work collaboratively with staff from OVW and OVW-designated technical assistance providers. Grant recipients will be asked to identify advocates from local domestic violence or sexual assault victim service programs, law enforcement officers,

prosecutors, judges, and other representatives from the community to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel cost associated with these activities.

### **Consulting/Advisory Committee**

Visitation programs that serve families with a history of domestic violence, dating violence, child abuse, sexual assault, and stalking should develop formal affiliations with organizations that will be available to provide services and consultation to programs that work with children and parents. Applicants must establish a consulting committee, which includes experts in the following fields: child abuse and neglect, mental health, substance abuse, counseling, batterers' intervention, law enforcement, child protection services, and advocacy for victims of domestic violence and sexual assault. In addition, grantees serving underserved and diverse communities should include experts who are knowledgeable on domestic violence, dating violence, child abuse, sexual assault and/or stalking within these communities on the consulting committee.

## **Selection Criteria**

In addition to the criteria above, all applications will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which activities are clearly described and reflect sound and innovative strategies to improve victim safety; and
- The extent to which the budget is reasonable and within established limits.

In awarding grants, OVW shall also take into account:

- The number of families to be served by the proposed visitation programs and services;
- The extent to which the proposed supervised visitation programs and services serve underserved populations;
- With respect to an applicant for a contract or cooperative agreement, the extent to which the applicant demonstrates cooperation and collaboration with nonprofit, nongovernmental entities in the local community served, including the State or tribal domestic violence coalition, State or tribal sexual assault coalition, local shelters, and programs for domestic violence and sexual assault victims; and
- The extent to which the applicant demonstrates coordination and collaboration with State and local court systems, including mechanisms for communication and referral.

## **Review Process**

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below during the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to formal peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 8);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the minimum requirements for the program are met (see pages 9);
- Whether the application proposes significant activities that may compromise victim safety (see page 10); and
- Whether the proposed budget is within the established limits (see page 16).

In addition, applications for continuation funding will be reviewed for prior compliance with program and office requirements and the status of current grant-funded activities. (See page 13 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following formal peer review, a second internal review will be conducted, considering, for example, the geographic distribution of the applications for a national perspective, the ratio of population to services, and the type of projects already funded within an applicant's state or community. Tribal applications will be reviewed by a panel of experts on supervised visitation, domestic violence, child abuse, sexual assault, and stalking in the Native American Community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU or Letters of Intent to Collaborate). Applications with the highest composite scores will be considered for funding.

## **Additional Requirements**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide

- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women, as applicable.

## OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile or email. Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- An MOU (for continuation project applications) or Letters of Intent to Collaborate (for development project applications)
- Letter certifying that the development project will be developed to meet the statutory and minimum requirements of the grant program (development applicants only)
- A current Indirect Cost Rate Agreement (if applicable); and
- Resumes of key staff members.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at [www.grants.gov](http://www.grants.gov). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the review process, applicants must send via overnight delivery a complete hard-copy original of the application, postmarked by **Tuesday, February 13, 2007** to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Safe Havens: Supervised Visitation and Safe Exchange Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000**

## **U.S. Department of Justice**



### **LAV/SV Partnership Initiative: Call for Concept Papers**

OVW is committed to building the capacity of victim service organizations to effectively respond to domestic violence, sexual assault, dating violence, and stalking and to foster partnerships between organizations that have not traditionally worked together to address violence against women. OVW believes that the public would be better served with enhanced collaborative efforts between organizations providing legal services to victims of violence and agencies providing supervised visitation and safe exchanges through the LAV/SV Partnership Initiative (The Initiative).

The purpose of the Initiative is to enable Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation Program) recipients to access legal services for their clients and extend the scope of services provided by Legal Assistance for Victims (LAV) grantees. It is envisioned that the results of this initiative will be a resource and model for community organizations to coordinate their services to victims of violence on a higher level.

OVW will select up to 5 five concept papers for further development and funding considerations. The concept paper must provide a detailed plan addressing how the Supervised Visitation grantee will partner with the LAV grantee to provide legal services to victims of domestic violence receiving visitation and exchange services.

### **Eligibility**

All current OVW Supervised Visitation grantees (including FY 2006 grantees) and FY 2007 Supervised Visitation applicants are eligible to submit a concept paper to participate in the LAV/SV Special Initiative. FY 2007 Supervised Visitation Program applicants interested in submitting a concept paper must submit the concept paper separate from their Supervised Visitation Program application. Any concept papers included with or in a Supervised Visitation Program application will not be considered.

The lead partner proposed in the concept paper may be either a current Supervised Visitation grantee or an LAV grantee. Of the partnering agencies, one agency must be selected as fiscally responsible for the grant. Applicants will also need to demonstrate an existing working relationship with a supervised visitation service provider.

### **Award Period**

The award period will be 24 months.

### **Award Amount**

Selected projects will receive up to \$200,000 for 24 months, although OVW reserves the right to make awards for lesser or greater amounts.

## How to Apply

Applicants must send via overnight delivery a complete hard-copy original of the concept paper, postmarked by **Wednesday, January 24, 2007** to:

The Office on Violence Against Women  
800 K Street, NW, Suite 920  
Washington, DC 20530  
**Attn: LAV Special Initiative**  
Phone: (202) 307-6026.

We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your concept paper. Applicants should retain proof of timely submission.

## What a Concept Paper Must Include

Applicants must complete each of the following sections as part of their response to this Call for Concept Papers. It is the responsibility of the applicant to ensure that the concept paper is complete. OVW will remove the concept paper from consideration prior to internal review if the concept paper is incomplete. The proposal should follow the order below for easy reading. Please be sure to number each page of the concept paper. Internal reviewers will not receive materials submitted beyond those required by this call for concept papers.

Concept papers must use the following page format requirements:

- No more than 10 pages;
- Double spaced;
- 8½ x 11 inch paper;
- One inch margins; and
- Type no smaller than 12 point, Times New Roman font.

### Narrative

#### A. Summary Data Sheet

The Summary Data Sheet must include the following:

- Name of applicant;
- Project partner (must be either a current LAV grantee or a Safe Havens supervised visitation center partner);
- Target audience;
- Geographic focus;
- Estimated project cost; and
- A list of all current OVW grants and anticipated project completion dates from both the LAV grantee and the Safe Havens supervised visitation partner.



B. What Will Be Done

This section should include the following:

- A description of the target audience;
- A statement of the goals and objectives of the proposal including:
  - A plan for the development of policy and practice standards for providing collaborative services;
  - A partnership commitment to participate in 3-4 regional or national meetings; and
  - Participation in initiative assessment and follow-up by OVW designated Technical Assistance providers.
- A summary of activities that will be undertaken to accomplish the project goals and objectives and provide a corresponding timeline for the completion of each activity;
- A description of what services are currently offered in the community being served; and
- A description of what services are currently offered to those accessing the Safe Havens Supervised Visitation center.

C. Who Will Implement the Project

This section should include the following:

- An identification of the LAV and Supervised Visitation recipient organizations and individuals who will implement the project and describe the role of each;
- A description of the capacity of the organization/s to undertake the project;
- A description of the proposed staffing (including consultants) for the initiative;
- A list of the qualifications and experience of proposed staff/consultants; and
- If you are proposing to utilize consultants, an indication of the estimated daily rate for each consultant.

D. Letters of Support

Letters of Support must be included from all project partners. Letters of Support should be provided by the supervised visitation center(s) currently funded by a Supervised Visitation grantee and LAV grantee. Letters should describe the partners' role in the project, as well as their commitment to the collaboration.

Note: A Memorandum of Understanding (MOU), a budget and budget narrative are not required for the concept paper. Those concept papers that receive the highest overall scores will be invited to submit a full application, which will include a budget and budget narrative, and possibly an MOU.

## **Review Process**

Complete concept papers will be subject to internal OVW review. OVW staff will contact selected applicants to submit a full application. At that time, those applicants will be required to submit full applications, including budgets.

Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

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## **Appendix A**

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### **Sample Budget Detail Worksheet for Development Applicants**

## **SAMPLE 12/2006**

### **Budget Detail Worksheet: Development Applicants**

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**Please note: This sample budget assumes a 36-month budget period with 12 months for planning and 24 months for implementation. Please draft your budget to reflect the amount of time you will need to successfully complete each phase of the development project.**

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Director	(\$50,000 x 40% x year 1)	\$ 20,000
	(\$50,000 x 100% x years 2 and 3)	\$100,000
	<b>TOTAL</b>	<b><u>\$120,000</u></b>

The Project Director will oversee the Supervised Visitation project, all supervised visitation center(s) activities, provide supervision to the visitation supervisor and monitors, and conduct case reviews on a monthly basis with project staff. The Project Director is also responsible for developing funding for the center. This individual will write monthly case reports and updates to be sent to judicial oversight committees, as well as complete the OVW progress reports.

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman=s Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	\$ 20,000 x 7.65% (year 1)	\$ 1,530
	\$100,000 x 7.65 % (years 2 and 3)	\$ 7,650
Retirement	\$ 20,000 x 6% (year 1)	\$ 1,200
	\$100,000 x 6% (years 2 and 3)	\$ 6,000
Health Insurance	\$20,000 x 12% (year 1)	\$ 2,400

	\$100,000 x 12% (years 2 and 3)	\$12,000
Workman's Compensation	\$20,000 x 1% (year 1)	\$ 200
	\$100,000 x 1% (years 2 and 3)	\$ 1,000
Unemployment Compensation	\$20,000 x 1% (year 1)	\$ 230
	\$100,000 x 1% (years 2 and 3)	\$ 1,000
	TOTAL	<u>\$34,180</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., meetings with advisory council, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., four people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item(s)</u>	<u>Computation</u>	<u>Cost</u>
Partner meetings (local travel)	Unknown	mileage	1,000 miles x .445 (year 1) 1,500 miles x .445 (years 2 and 3)	\$ 445.0 \$ 667.5
OVW Training and travel	Unknown	Airfare	\$20,000 (year 1)	\$ 20,000
		Ground	\$30,000 (years 2 & 3)	\$ 30,000
		Transportation		
		Per Diem		
		Lodging		
		Technical Assistance		
		TOTAL		<u>\$ 51,112.5</u>

Mileage for meetings with partners and advisory council members throughout the service area will be reimbursed to the project director. OVW Training and travel funds are allocated to support OVW training and TA support expenses.

D. Equipment - List non-expendable items that are to be purchased (Note: the organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Desktop Computer	\$2,500 x 1 (years 2 and 3)	\$2,500
1 - Building Security System	\$6,960 x 1 (years 2 and 3)	\$6,960
3 - Metal Detector Wands	\$250 x 3 (years 2 and 3)	\$ 750

TOTAL \$12,710

The computer will be used by the Site Supervisor (purchase in years 2 and 3) to record participant information, compose case notes and reports, and manage information on supervised visitation and safe exchange services. The building security system will be installed at the project site to ensure participant and staff safety. The system will include 3 cameras, 2 monitors, recording system for cameras, as well as door sensors. The metal detector wands will be used by the security staff and the site supervisor to inspect participants for weapons before they visit with or drop off children.

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	\$55/mo x 12 month (year 1)	\$ 660
	\$55/mo x 24 month (years 2 and 3)	\$1,320
Postage	\$25/mo x 12 month (year 1)	\$ 300
	\$25/mo x 24 month (years 2 and 3)	\$ 600
Training Materials		
- staff and project partners	\$4/set x 50 sets (year 1)	\$ 200
	\$4/set x 50 sets (years 2 and 3)	\$ 200
Children's Books	\$5 x 80 books (years 2 and 3)	\$ 400
Snacks	\$400/yr x 12 months (year 1)	\$ 400
	\$400/yr x 24 months (years 2 and 3)	\$ 800
Games, stuff animals, art supplies		
toys, and activities	(years 2 and 3)	\$ 800
	TOTAL	<u>\$ 5,680</u>

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the Site Supervisor and Project Director to conduct trainings for staff and project partners. The children's books will be available to family members for use during visits. Snacks will be made available to children who are visiting for more than one hour and for the first year will be used for pre-planning meetings. One time purchase of games, toys, art supplies to be used by children that are waiting for parents.

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
	TOTAL	<u>\$0</u>

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OVW.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	\$250/day x 6 days (years 2 and 3)	\$ 1,500
John Doe	Personal Safety Trainer	\$250/day x 6 days (years 2 and 3)	\$ 1,500
Security Guards	2 guards @ \$13.00 per hour x 40 hrs per month x 24 months (years 2 and 3)		\$ 24,960
Center partner	1 program supervisor \$20 per hour x 25 hrs/week x 104 weeks (years 2 and 3)		\$ 52,000
	1 visitation/exchange monitor \$10 per hour x 25 hrs/week x 104 weeks (years 2 and 3)		\$ 26,000
	Fringe benefits for program supervisor		\$ 14,378
	Fringe benefits for visitation/exchange monitor		\$ 7,189
TOTAL			<u>\$127,527</u>

Jane Doe, Domestic Violence Trainer, will be hired to assist with the education of new center staff, volunteers, local domestic violence advocates, court representatives, and law enforcement officers collaborating with the center. The training sessions will be held three times per year. John Doe, Personal Safety Trainer, will be hired to teach center staff and volunteers techniques for protecting themselves against physical assault and general safety tips. These training sessions will also be held three times per year. Funding will be used to support some of the funds needed for independent security guards to support the center staff during visitation hours. The Center will hire one program supervisor and 1 visitation/exchange monitor with these funds to implement the project.

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the

computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Telephone	\$100/mo. X 12 months (year 1)	\$ 1,200
	\$100/mo. X 24 months (years 2 and 3)	\$ 2,400
Printing/Reproduction	\$75/mo. x 12 months (year 1)	\$ 900
	\$75/mo. X 24 months (years 2 and 3)	\$ 1,800
	TOTAL	<u>\$ 6,300</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
No indirect cost is requested.		
	TOTAL	<u>\$0</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Year 1</u>	<u>Year 2 and 3</u>	<u>Total Amount</u>
A. Personnel	<u>\$20,000</u>	<u>\$100,000</u>	<u>\$120,000</u>
B. Fringe Benefits	<u>\$ 5,530</u>	<u>\$27,650</u>	<u>\$33,180</u>
C. Travel	<u>\$ 20,445</u>	<u>\$30,667.5</u>	<u>\$51,112.50</u>
D. Equipment	<u>\$ 0</u>	<u>\$10,210</u>	<u>\$10,210</u>
E. Supplies	<u>\$ 1,560</u>	<u>\$4,120</u>	<u>\$5,680</u>
F. Construction	<u>\$ 0</u>	<u>\$0</u>	<u>\$0</u>
G. Consultants/Contracts	<u>\$ 0</u>	<u>\$127,527</u>	<u>\$127,527</u>
H. Other	<u>\$ 2,100</u>	<u>\$4,200</u>	<u>\$6,300</u>
Total Direct Costs	<u>\$ 49,635</u>	<u>\$304,374.5</u>	<u>\$360,392</u>
I. Indirect Costs	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL PROJECT COSTS			<u>\$360,392</u>
Federal Request			<u>\$360,392</u>
Non-Federal Amount			<u>\$ NA</u>



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## **Appendix B**

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### **Sample Memorandum of Understanding**

## **SAMPLE MEMORANDUM OF UNDERSTANDING**

The County of \_\_\_\_\_ is the lead Safe Havens: Supervised Visitation and Safe Exchange Grant Program applicant, and supports the Local Supervised Visitation Center (LSVC). The County of \_\_\_\_\_ enters into a Memorandum of Understanding (MOU) with the Community Domestic Violence Agency (CDVA), LSVC and the local court system.

### **I. History of Relationship**

The Local Supervised Visitation Center began collaborating with the Community Domestic Violence Agency in 1999. The LSVC and CDVA Directors met regularly to discuss the provision of visitation services to victims of domestic violence. Throughout this relationship, CDVA provided training for LSVC staff and volunteers in the following areas: recognizing signs of domestic violence; methods and strategies for working with victims of domestic violence; and, domestic the potential impact of domestic violence on children and the battered person. LSVC accepts referrals from CDVA and the local court system for women in need of supervised visitation services. Additionally, the LSVC and CDVA Directors continue to meet on a monthly basis to develop a comprehensive plan for building a larger collaboration focused on supporting domestic violence response and supervised visitation.

The partnering organizations' ultimate goal is the protection of domestic violence victims and their children in all settings. As a result, LSVC and CDVA are striving to develop an expanded collaboration including child abuse and neglect organizations, law enforcement, courts, hospitals, legal advocates, families, and community groups. The LSVC and CDVA Directors have identified the local court system as a partner, and a court representative has begun attending their monthly planning meetings. The group's immediate goal is to develop an awareness and understanding among the potential collaborators of the unique circumstances surrounding supervised visitation in cases of domestic violence.

### **II. Development of Application**

Discussions regarding the collaborative effort that is proposed in the application and detailed in this Memorandum began in earnest in June, 2000. During their regular monthly meetings, the agency directors and court representative discussed the elements of the application and the appropriate roles for each partner. The LSVC Director met with center staff to develop a grant application response. This draft was supplemented with key judicial and CDVA staff recommendations. The LSVC Director also conducted an independent study of similar supervised visitation programs in other jurisdictions. This information

enhanced the quality of proposed programmatic elements. Additionally, the Directors discussed the application process and expectations with the potential members of the evolving collaboration. These representatives provided input in the initial development phase and feedback throughout the process. Recent meetings among the Executive Directors, County representatives and local court representatives have led to the agreement reflected in this Memorandum and the submission of the grant application.

### **III. Roles and Responsibilities**

#### ***Community Domestic Violence Agency***

The CDVA Executive Director will provide co-leadership with the Director of the LSVC for all non-administrative duties related to developing a cross-agency collaboration among the child abuse and neglect organizations, law enforcement, courts, hospitals, legal advocates and community groups.

The CDVA training staff will provide up to three domestic violence awareness training sessions per year to the LSVC. Additional collaboration members will be invited to participate in these sessions.

Refer all domestic violence victims with children in need of supervised visitation or exchange services to LSVC and follow-up on the outcome of the referrals.

Promote training/education of local law enforcement agencies and court representatives regarding domestic violence issues and supervised visitation. The CDVA may enter into agreements with these agencies as to the number of training sessions to be provided.

#### ***Supervised Visitation Center***

Dedicate X number of staff and volunteers to providing supervised visitation services to families impacted by domestic violence, child abuse, sexual assault and stalking.

Provide facilities (e.g. rooms, enclosed playground, etc.) for the program service objectives.

The Director will support the growth of the collaborative effort, and supervise all LSVC activities. Additionally, the Director will submit program evaluation information to local and national evaluators as required by the grantor. Submit financial documentation for accounting as needed.

Maintain the confidentiality of individuals and families using the LSVC's services.

### ***Local Court System***

**Submit referrals and relevant case information to LSVIC, and follow-up on the outcome of the referrals.**

**Provide training for collaboration partners on the legal system and its role in working with victims of domestic violence, child abuse, sexual assault and stalking.**

**Continue to designate a representative and alternate representative to participate in the collaboration meetings.**

***County of* \_\_\_\_\_**

**The County will act as the fiscal agent for the grant project and ensure compliance with the reporting requirements of the Office on Violence Against Women. Additionally, the County will support the collaboration efforts of the project by providing a conference room for monthly partner meetings.**

### **IV. Time Line**

**The roles and responsibilities described above are contingent on the county receiving the funds requested for this project in the OVW grant application. The beginning and end dates of this collaborative effort would coincide with the grant period, anticipated to be MM/DD/YY through MM/DD/YY.**

### **Approval**

**We, the undersigned have read and agree with this MOU. Further, we have reviewed the portion of the proposed project budget pertaining to the collaborative effort described here, and approve it.**

**By \_\_\_\_\_  
Director, Supervised Visitation Center**

**By \_\_\_\_\_  
Director, Community Domestic  
Violence Agency**

**Date \_\_\_\_\_**

**Date \_\_\_\_\_**

**By \_\_\_\_\_  
County Official**

**By \_\_\_\_\_  
Local Court Representative**

**Date \_\_\_\_\_**

**Date \_\_\_\_\_**

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## **Appendix C**

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### **Sample Letter of Intent to Collaborate**

## **Sample Letter of Collaboration**

**Dear OVW Representative,**

**This letter confirms Community Domestic Violence Agency's (CDVA) intent to collaborate with the City of Lake Western to plan and develop visitation and exchange services for victims of domestic violence, child abuse, sexual assault, and stalking. As part of the planning process, CDVA intends to enter into a memorandum of understanding with the City of Lake Western and all other partners to implement the supervised visitation plan. CDVA completed a needs assessment last year to determine the gaps in visitation and exchange service provision. The outcome of this assessment indicated a need for improved methods of providing supervised visitation and exchanges. The assessment confirmed that battered individuals and their children were at risk for further abuse because of the lack of safe supervision and exchange sites.**

**As a result of this assessment, CDVA is committed to supporting the City of Lake Western's Project Coordinator in creating a safe place for visitation and exchanges. CDVA's Executive Director will consult with the Project Coordinator to ensure that victim safety is not compromised by using the center. Additionally, CDVA staff members will have an opportunity to participate on a committee researching existing supervision centers and best practice methods with a domestic violence focus. A function of this committee is the development of a time-line and task plan for the implementation of a supervised visitation center. This committee will also provide training to all staff and volunteers hired to work in the center. As the project becomes more defined, CDVA intends to fulfill any other appropriate roles determined by the Project Coordinator and Executive Director.**

**After the center becomes operational, CDVA will provide training and consultation services on an as needed basis. CDVA will also refer clients to the center for supervised visitation and exchange services. The Executive Director and designated staff person will also participate on the City of Lake Western's advisory board. CDVA is committed to the development and successful implementation of the Supervised Visitation Center in the City of Lake Western.**

**Sincerely,**

**CDVA Executive Director**